



**NEWPORT**  
COMMUNITY  
SCHOOL  
PRIMARY  
ACADEMY

# **SEND INFORMATION REPORT 2024-2025**

**Date Adopted:** July 2024  
**Author/owner:** School Community Board  
**Anticipated Review:** Autumn 2025

Under the Special Educational Needs and Disability Code of Practice (Department for Education, Department of Health, 2015) schools and settings are required to produce a SEND Information report. This needs to be published on the school's website, kept up-to-date with changes and revised at least annually.

Please note that for ease of reference the term:

- **schools** have been used to represent all schools, colleges and settings that are required to have regard to the Code of Practice (2015)
- **parent** has been used to represent both parents and carers
- **pupil** has been used to represent the term pupil and student

**The school's Special Educational Needs Disabilities Coordinator (SENDCo) is Harriet Vickery**, they can be contacted on 01271 376252 or by emailing [sendcoadmin@newport.tarkatrust.org.uk](mailto:sendcoadmin@newport.tarkatrust.org.uk)

**Devon's SEND Local Offer is published on their website at:** <https://new.devon.gov.uk/educationandfamilies/special-educational-needs-and-disability-send-local-offer>

If you need more information or a different format, please phone the school office on 01271 376252 or email

[admin@newport.tarkatrust.org.uk](mailto:admin@newport.tarkatrust.org.uk)

### **Regulation Information:**

**Children and Families Act: SEND Code of Practice Regulations, 2015**

**PART 3 Duties on schools Regulations 51-52**

**SEND information report:** Prescribed information that must be included in SEND information report

#### ***Regulation 51***

For the purpose of section 69(3)(a) of the Act the SEND information which the governing body or proprietor of every maintained school, maintained nursery school and Academy school (other than a special school that is established in a hospital) must include in a report containing SEND information is set out in Schedule 1.

## SCHEDULE 1: Information to be included in the SEND information report

### 1. The kinds of special educational needs for which provision is made at the school.

- Newport Community School Primary Academy is a mainstream primary school with a nursery, educating 463 children (YN-Y6 September 2023)
- Our school aims to be an inclusive school; this means that equality of opportunity must be a reality for our children. We have a responsibility to provide a broad and balanced curriculum for all pupils, providing effective learning opportunities with relevant and appropriately challenging work at each key stage. We respond to the diverse needs of our children, supporting them to access and participate in all areas of school life.
- We make provision for pupils with a wide range of needs:
  - Cognition and Learning (CL)
  - Communication and Interaction (CI)
  - Social, Emotional and Mental Health Difficulties (SEMH)
  - Sensory and/or Physical Needs (SP)

The Special Educational Needs and Disabilities (SEND) Policy details that some pupils with SEND may need some support within the classroom and within the differentiated curriculum, personalising their educational opportunities to meet their needs

- The school has a local authority support base, the Communication and Interaction Resource Base (CAIRB) which supports the education of up to ten children with Education Health Care Plans of Special Educational Needs (SEND) across North Devon, the majority of whom have a diagnosis of autism. The CAIRB supports the inclusion of pupils with complex Communication and Interaction (CI) needs so that they can access a mainstream primary setting. More information on the CAIRB can be found on the Devon Local Offer <https://new.devon.gov.uk/educationandfamilies/special-educational-needs-and-disability-send-local-offer> or the school's website.

2. Information, in relation to mainstream schools and maintained nursery schools, about the school's policies for the identification and assessment of pupils with special educational needs.

The school's SEND Policy details the definition of SEND and the 'graduated response' (Code of Practice 2015) for the identification and assessment of pupils with SEND.

#### How does the school track my child's progress?

- **All pupils' progress is monitored** on a regular basis - daily (lesson evaluations, teacher observations, opportunities for discussions with pupils and parents), weekly (planning evaluations; colleague professional discussions) and termly (SEND personalised plan for each pupil, Cohort Keep Up Meetings, Inclusion Class Overview record and assessment records updated.).
- **Progress is shared with parents through speaking with teachers at informal meetings and more formal meetings**, during the termly Parent Meeting. Parents can also access their child's historical annual reports through their My Child At School (MCAS) account.

#### What system is in place to respond quickly to difficulties in learning?

- **The SENDCo** works closely with pupils, parents, staff and the Tarka Trust Deputy CEO to continue developing inclusive practice within the school community.
- **This system allows a quick response to difficulties in learning** as parents, teachers or outside agencies can liaise effectively with the SENDCo, with efficient communication in place.
- **The SENDCo holds the National Award for Special Educational Needs Co-ordination.**
- **Parents are informed at all induction meetings about the role of the teacher and SENDCo and how to make contact if they have concerns about their child.** The website shares information with parents about school contact information and staffing roles.

**What systems are in place for identifying pupils who may have unidentified needs (as opposed to missed opportunities or insufficient high-quality teaching)?**

- The above sections detail the **rigorous systems in place to support difficulties within the four designated needs** according to the Code of Practice 2015 (CL, CI, SEMH, SP).
- **The SENDCo is experienced in supporting pupils with SEND and work closely with pupils, parents, teachers and outside agencies** when further assessment and advice is required. Parents are always consulted when further assessment is needed for identification of SEND.
- Identification of pupils with SEND are supported through the following systems:

#### **Identification:**

- Early concerns
  - Initial concerns may be raised by parents, teachers, other agencies, these concerns may link to the pupil's voice or may have been identified by the identified parties. **Parents should raise initial concerns with the pupil's teacher and these may be followed up with the SENDCo, if the parent or teacher requires further advice.**
  - These concerns **may be addressed through appropriate adapted teaching within the classroom or through the teacher keeping a record known as Class Teacher Concern.** This record will include strategies used to target concerns and the impact of provision in place for a child. This record can be used in later discussions if concerns persist.
  - If the concerns raised, are considered by the teacher or SENDCo to **meet the definition of SEND, then further action will be taken through the identification and support for pupils with SEND.**

#### ***Definition of SEND***

Pupils have special educational needs if they have a learning difficulty or disability which calls for special education provision to be made for him/her, namely provision ***which is additional to or different from*** that normally available in a differentiated curriculum. (Section 20 Children and Families Act 2014)

#### **How does the school decide when my child is having difficulties in accessing learning?**

- There are a variety of measures we will use to decide if a pupil has SEND:

- **If a pupil meets the above definition** from the information given by the class teacher and/or SENDCo.
- **Information provided by the pupil, parent, teacher, outside agency.**
- **Assessment and monitoring information** provided on the pupil by the teacher and senior leadership team; this can involve screening and assessment systems in place across the school.
- **Transition information** handed over by another educational setting.

**What additional support is offered to a family in relation to accessing education and what are the links with outside agencies?**

- **Teachers are available to liaise with parents at the start and end of the school day**, appointments for a meeting can be made during these times if further time is needed to discuss their child's access to education or their own needs in accessing the school's information.
- **The SENDCo and Additional Needs Practitioners also work closely with families** and offer support for pupils and parents to access education. This can be through a variety of means; completing educational forms, making resources to support home learning, referring on to outside agencies that may offer additional support for families.
- **The school links with advisory services and outside agencies when it is appropriate to seek further advice** and assessment to identify barriers to learning and the nature of a pupil's difficulties; this information can be shared by home and school. The following services and agencies are accessed by the school:
  - Devon SEND Statutory Team (Formally the 0-25 SEND Team)
  - Single Point of Access, Exeter (SPA), Integrated Children's Services, Children and Family Health Devon – includes Speech and Language Service, Occupational Therapy, Child and Adolescent Mental Health Service (CAMHS)
  - Devon SEN support services, including the Educational Psychology Service, Educational Welfare Service, Deaf and Hearing Impairment, Visual Impairment, Physical Difficulties, ICT and SEND, Behaviour Support Services, Communication and Interaction Team
  - Attendance Improvement Officer (Formally the Education Welfare Officer)

- Devon Children and Families Partnership, including the Early Help offer
- Specialist Teacher for Specific Learning Difficulties
- Pathfield School and Lampard Community School Outreach Service
- School Health Service and Health Visitor Team
- North Devon District Hospital: Paediatrician
- Occupational and Physiotherapy Service
- Ethnic Minority and Traveller Achievement Service
- Inspire South West
- Early Years Consultant and Children's Centres
- North Devon Against Domestic Abuse Service with outreach services from Fearfree and Domestic Abuse Counselling Service
- Police Community Support Officers
- Multi Agency Safeguarding Hub (MASH)
- Social Care, Tav View, Barnstaple

**The SENDCo at Newport Community School Primary Academy is responsible for:**

- Overseeing the day-to-day operation of the SEND policy
- Co-ordinating provision for SEND pupils and reporting on progress
- Advising on the graduated approach to providing SEND support – Assess, Plan, Do, Review
- Advising on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively, alongside the Senior Leadership Team
- Monitoring relevant SEND CPD for all staff
- Managing the Inclusion Team

- Overseeing the records of all children with special educational needs and ensuring they are up to date
- Liaising with parents/carers of children with special educational needs
- Contributing to the in-service training of staff
- Being a point of contact with external agencies, especially the local authority and its support services
- Liaising with early years providers, other schools, educational psychologists, health and social care professionals and independent or voluntary bodies
- Liaising with potential next providers of education to ensure a pupil and their parents/carers are informed about options and a smooth transition is planned
- Monitoring the impact of interventions provided for pupils with SEND
- To lead on the development of high quality SEND provision as an integral part of the school improvement plan
- Working with the Headteacher to ensure that the school meets its responsibilities under the Equality Act (2010) with regard to reasonable adjustments and access arrangements

3. Information about the school's policies for making provision for pupils with special educational needs whether or not pupils have EHC Plans, including—
- a) how the school evaluates the effectiveness of its provision for such pupils;

#### How do I know provision for my child's SEND is effective?

- Quality of provision is measured through the school's systems, processes and criteria for evaluating effective provision, which include:
  - **Clear systems in place for evaluating quality of provision**, the senior leadership team monitor and review staff expertise through classroom observations, working alongside teaching staff, discussions with pupils and staff, learning walks and book monitoring.
  - **Termly Cohort Keep Up Meetings** (Teachers and core subject leads).
  - **Teacher-Parent Meetings**, including children's SEND personalised plan and Early Help reviews; **Inclusion Reviews** between teachers and the



SENDCo and informal meetings with parents, teachers and the SENDCo evaluate the impact of SEND provision on the progress, attainment and well-being of SEND pupils

- The **Headteacher, Deputy Head Teacher and SENDCo, review attendance and exclusion data** for SEND pupils on a termly basis.
- The **Headteacher and SENDCo track the progress** of different pupil groups within year groups, this is reported by the Headteacher to the Tarka Learning Partnership.
- The **SENDCo tracks the success of specific interventions** through comparison of pre and post intervention data which is reported through data collection to staff and Tarka Learning Partnership. This includes analysis of time limited interventions such as Speech and Language work, the Additional Needs Lead Practitioners caseload and social communication groups.
- **The SEN Action Plan** contributes to the school improvement plan and this accounts for specific development of SEND provision and addresses any areas of weakness.
- The **Deputy Chief Executive Officer from the Tarka Learning Partnership** makes monitoring visits to school and meets with the SENDCo to ensure provision in school for children with SEND is effective.
- The **criteria for evaluating the school's effective SEND provision**, is measured against Devon and national statistics of other comparable schools; outside agencies and advisory services own assessments and evaluations of progress; achievement of targets set for the pupils; parental and pupil feedback through meetings on their well-being and progress, completed questionnaires and the school council feedback.

b) the school's arrangements for assessing and reviewing the progress of pupils with special educational needs;

**How will both you and I know how my child is doing and how will you help me to support my child's learning?**

- **The school monitors the effectiveness of its SEND provision** and progress of children with SEND so that we are clear about how your child is doing (see sections 2,3).

- **Your child's class teacher is available** to meet with you each term at a formal parents' meeting. **Teachers are available** at any other time during the term, if you contact them and make a request to meet with them. If you continue to have concerns about your child's progress, then you can request a **meeting with your child's Phase leader (EYFS, KS1 or KS2)**
- The **school provides all parents with a password to access Seesaw online** which provides information on your child's progress. Parents can also access their child's historical annual reports through their My Child At School (MCAS) account.
- **Teachers are available** in their classrooms at the start and end of the day for brief contact to be made but if a more detailed conversation is needed, then parents can use this time to request a meeting.
- **If you continue to have concerns about your child** despite raising your initial concerns to the teacher, then you are welcome to make an appointment to meet with the SENDCo.
- For some children with SEND where their parent is unable to communicate within the above arrangements then **some children may have a home-school book for communication** or other arrangements can be made by teachers for specific circumstances.
- **Parents are given information on their child's learning** and how to support them through **induction meetings** each new school year, termly **curriculum newsletters**, termly **workshops**, termly **parent meetings**, opportunities to attend an aspect of their child's topic that term and an **annual report** on their child's attainment and progress.
- There are further opportunities for parents with children with SEND to gain information on their child's progress through '**personalised plan**' **review meetings**, **Early Help review meetings and annual reviews** for children with Education Health Care Plans. The **SENDCo is available** on parent evening meetings to discuss progress if parents request further information. The pupil and parent voice is recorded on personalised plans, pupil case studies and Early Help action plan and reviews and there are opportunities within the meeting to contribute to a pupil's learning outcomes.

c) the school's approach to teaching pupils with special educational needs;

**How will the school staff support my child?**

- The **SEND Code of Practice 2015** emphasises that all teachers are responsible for **high quality teaching** for all pupils with SEND.
- **Teachers are responsible for a child's learning and progress**, in partnership with parents. Further advice and guidance by the **SENDCo is available to all teachers and support staff** for individual, personalised programmes of support and interventions. **Outside agencies** can also offer assessment and guidance with a child's SEND.
- **Newport Community School has a breadth of staff that supports children with SEND** in their learning and emotional well-being, this will always include their teacher and the SENDCo. Further staff may offer support if identified as a need by parents in consultation with the teacher and the SENDCo, this may include the early years workers and teaching assistants; Additional Needs Practitioners and the Senior Leadership Team. The SENDCo will coordinate support for children with SEND with their teacher and parents are always involved in the outcomes we are working towards.

#### How will the curriculum be matched to my child's needs?

#### What is the education setting's approach to differentiation and how does that support children?

- **We monitor teaching to ensure all pupils' access high quality teaching** which takes account of each pupil's differing needs, through a differentiated curriculum ensuring each child is challenged in their learning but achieves success. **Adaptive lessons** are planned and taught to match the pupil's level of learning and is part of the school's universal provision.
- **We have a consistent graduated approach to meeting pupil need** by reviewing class teaching, access strategies and removing barriers to learning before developing a more personalised approach. For pupils with an identified SEND, further support for learning is offered that is appropriate for the individual pupil; for example, further adaptation of teaching resources and curriculum outcomes, adapted homework opportunities, learning resources to support the identified need (IT based equipment, mobility aids, personalised visual aids), further adult support (scribe, reader, prompt, aid to mobility needs).
- **Where complex SEND are identified**, a tailored and personalised approach for individuals to access the curriculum and all aspects of school life will be offered. Advice may be sought from external specialists, for example, the outreach teams from Pathfield School and Lampard

Community School, the Advisory Teacher for Physical Difficulties, the Child and Adolescent Mental Health Service.

- The school makes appropriate use of the resources in our delegated budget to support children and young people with additional needs.

### How does the school approach the identification of need and the matching of those needs to appropriate provision?

- **The SEND Policy and section 2 of this report**, give further detail on identification of need. Appropriate provision is planned for from the identified needs through:
  - **Teachers assessing the outcomes of their universal adapted provision** to meet the needs of pupils within their class.
  - **Teachers, SENDCo and Phase leaders meet** as required and formally each term for Cohort Keep Up Meetings. This monitors identification of SEND has been matched to appropriate provision and reviews the outcomes of the provision.
  - **The Phase Team Leaders, including the SENDCo and Headteacher, meet** weekly as part of Senior Leadership Meetings where pupils with SEND are discussed as appropriate.
  - **The SENDCo analysing pupils' assessment and intervention outcomes** to match provision to areas of need across the school and lead a graduated response to provision through the 'assess, plan, do, review' model (see SEND Policy).
  - **At any stage a pupil, parent, teacher or outside agency may raise a concern** about a child's progress that will be listened to by the teacher or SENDCo and an appropriate plan agreed (see Identification, section 2).
- **The school uses its specialised staff** to plan for provision; the SENDCo has post graduate qualifications and experience of teaching pupils with SEND; the CAIRB teachers contribute a combined experience in teaching children with communication and interaction needs; the school has many qualified and experienced teaching assistants with specialist areas.
- **Identified need can also be matched to appropriate provision** through a child's SEND personalised plan or Early Help plan. These plans allow for the pupil and parent voice to be listened to and family contributions can be made through the plans.

- **Further advice from advisory services and outside agencies** regarding strategies for developing practice and removing barriers to learning through the provision offered, can be sought through the SENDCos. Referrals for outside support will be discussed with parents; the following consultations and assessments made will contribute to provision made within school.

### How are the school developing their high-quality teaching?

- **The School Improvement Plan identifies developing high quality teaching** as a priority within school (see School Improvement Plan, 2024-2025). **The school's core subject leaders work alongside staff to improve teaching and learning**, through a variety of means, for example supporting planning, working alongside teachers, being observed, team teaching, leading learning walks, learning conversations.
- **The staff have been able to access ongoing professional development** relating to adaptive teaching and inclusion.
- **Teaching assistants** have opportunities to be included in some whole school training (literacy, phonics, maths, teaching and learning, inclusion) and more specific training to their phase and role.

d) how the school adapts the curriculum and learning environment for pupils with special educational needs;

### How does the school adapt the curriculum and learning environment?

- **The school's Aims are inclusive in their nature:**
  - ensure all children enjoy achieving their potential
  - support the development of the whole child
  - raise aspirations for all pupils to achieve high outcomes in their learning from their starting point
  - develop children's understanding of the world and their contribution to it
  - prepare children for their next stage of learning
- **The Teacher Standards (2012) and SEND Code of Practice: 0-25 Years (2015)** require all teachers to ensure all pupils in their class access learning and that they make adaptations to the curriculum, learning environment and opportunities in school to ensure this is achieved.

- Some of the ways in which we provide a **highly inclusive curriculum and learning environment** are:
  - ensuring staff have opportunities for **relevant continued professional development** relating to SEND
  - teachers planning with **adapted and personalised learning opportunities** that allow access and success but ensure challenge
  - Providing resources that support neurodiversity, including **visual timetables, writing frames, using mind maps**
  - responding to outside agency advice and providing **specialised resources** where required, for example, move and sit cushions, handwriting boards, technology for support with writing
  - **focused teaching opportunities** within a smaller group
- **The school is compliant with the Equality Act 2010 and Accessibility legislation.** It is **fully accessible for wheelchair users** as there is a lift to support movement between different levels in the school. There is an accessible toilet facility for pupils and one for visitors to the school. We continue to focus on developing our accessibility and the schools' accessibility plan.
- We will **make “reasonable adjustments” to allow fair access for all users of the school**, to date some of these adjustments have included:
  - provision of a lift in school, allowing **access to the whole school site** which is split between two levels
  - provision of **adult and pupil accessible toilet facilities**
  - provision of **specialist equipment for individual pupils**; this has involved equipment that supports pupils with hearing impairments, physical disabilities, vision impairments, complex learning and communication needs, specific learning disabilities.
  - **liaison with the Occupational Therapy and Physiotherapy Team** and equipment given to the school and some items purchased
  - **liaison with Devon** for specialist equipment relating to IT, Vision and Hearing Impairment

- **liaison with the school's IT technician** for specific IT programmes or access
- **liaison with the Advisory Teacher for Physical Difficulties** to ensure children access residential opportunities and the PE curriculum including swimming
- **additional staff to support access to extra-curricular clubs and opportunities**
- **liaison with all medical and health professionals** including, school nurse, community nurses, CAMHS, physiotherapists, occupational therapists, speech therapists for advice relating to access to the mainstream curriculum
- **referrals to outreach staff** at Pathfields School and Lampard Community School, for specialist teaching resources and pupil observations.

e) additional support for learning that is available to pupils with special educational needs;

### How is the decision made about the type and how much support my child will receive?

- **Decisions made about additional support** are based upon the '**assess, plan, do, review**' cycle of the graduated response for SEND support (**Code of Practice 2015, SEND Policy**). This involves parents and pupils and they can contribute to this process with teachers, the SENDCos and outside agencies if relevant, through the personalised plan and Early Help reviews.
- **Funding sources:**
  - Element 1- funding for all pupils (this is set nationally by a child's age but is then allocated by Local Authority formulas)
  - Element 2- funding for the school based upon the Local Authority formula for LCHI (Low Cost High Incidence SEND - AEN funding based on FMS6, IDACI & Prior attainment factors)
  - Element 3- funding for 'high needs block' for /EHC Plans
- **The funding received by the school** is allocated to sustain specific roles within school which provides additional support for pupils with SEND- see appendix 1.

- **The SENDCo will liaise with the Phase Leader for year 2 and 6, alongside the relevant teachers,** to arrange access arrangements for children with SEND. The school will **comply with the Department for Education's Access and Reporting Arrangements requirements.**
- **The SENDCo will keep a record of provision in SEND plans across the school,** detailing provision within school.

f) how the school enables pupils with special educational needs to engage in the activities of the school (including physical activities) together with children who do not have special educational needs and;

### **How will my child be included in activities outside the school classroom including school trips?**

- **All parents and pupils have access to their class opportunities** for school clubs, trips and residential which are sent out to parents via the school office. All pupils with SEND will be able to access all of the opportunities given in school, unless advice is provided by parents from a medical source which advises otherwise.
- **The member of staff responsible for the planned club,** trip or residential will complete a risk assessment for the organised activity and as part of this plan, will **identify children with SEND** that may need to be offered additional support or have reasonable adjustments made, to ensure they can access the opportunity given. During this planning, the member of staff responsible will **liaise with parents, child's teacher, relevant leader and SENDCo** if specialist provision is to be made.
- **The SENDCo will work with the staff member, the provider, the Residential Coordinator, parents, pupils and sometimes outside agencies** to support the pupil's access to activities for their class. This has resulted in many successful opportunities being given to pupils for swimming, attending all class trips, residential to Dewerstone, Magdalen Farm and London and attending a wide variety of after school clubs and local/national competitions in a variety of curriculum areas.
- **The school provides a high level of staffing at break and lunchtimes** to ensure pupils with social vulnerabilities are supported to engage with their peers or are given the option to, if they chose to do so. Some pupils prefer to spend time alone, playing alongside or on the outskirts of the playground as this is relaxing for them; these pupils are always identified and monitored to ensure this is the best provision for them. The school has provided a supportive lunchtime in the Lilypad and buddy system to support children



with social, interaction needs and the children's Red/Blue Top systems of mentoring younger children helps some children with SEND to engage successfully with peers. The SENDCo will liaise on a daily basis with the Lead Meal Time Assistant and with the Teaching Assistants and Meal Time Assistants that support children with SEND. The SENDCo will provide information on Children with Additional Needs to all staff members on Non-Pupil Days and throughout the term so that all staff are aware of children with SEND and healthcare needs across the school.

- **The Teaching Assistant team** are directed to work so that their hours are targeted to support children with SEND, and this includes the beginning and end of the school day. This can involve support for the transition into school, having handovers with parents or from local authority transport, shadowing to ensure safe arrival at a club or access to the library.
- **Children with SEND are actively encouraged to contribute to all parts of school life;** there are many examples within school where children with SEND have represented the school in PE events, music events, shown a visitor around parts of the school, taken on roles of responsibility including all children in year 6 being part of the school council. The children are encouraged to reflect on their time at school at the end of year 6 and all children contribute to the exit survey, offering their views and opinions. The children are supported in these many and various opportunities through a variety of strategies, the main ones being that they can contribute to planning their inclusion in these events and that at times, parents, teaching assistants, teachers, additional needs lead practitioner or other member of the Inclusion Team may support them to achieve their goal. The ethos of the school is that all staff support, encourage and expect children with SEND to contribute to all parts of school life.
- **The SENDCo and Headteacher are responsible for ensuring that the school carries out its duties under the Equality Act 2010.** The SENDCo **monitors pupils** with SEND engagement in extracurricular activities and identifies any action points within strategic planning. These are then discussed with the Headteacher and shared with staff through the Equality Policy, Equality Outcomes, Accessibility Plan and School Improvement Plan.

g) support that is available for improving the emotional, mental and social development of pupils with special educational needs

#### What support will there be for my child's overall well-being?

- **Teachers are responsible for the day to day care pastoral care of all pupils** in their care. If the well-being of a pupil is of concern to a parent or

teacher then they will initially discuss this together, unless the concern is a safeguarding concern that may put the pupil in danger.

- If there is a **child protection concern raised about a child** then the **Designated Safeguarding Lead, or Deputy Safeguarding Lead**, will act upon the concern following the school's **Child Protection and Safeguarding Policy**.
- **Every teacher has a 'worry box' within their classroom** that the pupils will be aware of and can use to access help and support from their teacher. The pupils can talk to any member of staff they are comfortable with about an emotional, mental health or social problem they may have. The children have regular assemblies and PSHE lessons on looking after their well-being and strategies given for taking care of themselves with the support from others.
- **The school has two Additional Needs Practitioners** and these roles provide further emotional, social and mental health support for pupils. This support is accessed through a referral process in school and can be obtained through the pupil's teacher, SENDCo or contact through the school office. There are many reasons for referrals, some of which are:
  - Family bereavement or separation
  - Transition difficulties
  - Attendance concerns
  - Friendship difficulties
  - Changes in behaviours
  - Young carer status

Referrals are not limited to a specific category and often arise out of a need that pupils or families will approach the school with and ask for guidance, advice, support and to work in partnership with the school to support their child/children.

- **The Additional Needs Practitioners work closely with the SENDCo and other agencies** (see page 5) and can offer support to pupils and families through attending meetings out of school. They have experience of planning and delivering social, emotional, mental health and well-being intervention programmes, liaising with families to offer action plans for home use and supporting the work that is completed with a pupil in school.

- **The school can contact the Early Help Team** who may also offer help and support to pupils and families through **Early Help intervention, multi-agency working with families.**
- The school's **Promoting Positive Behaviour Policy and Anti-Bullying Policy** all provide further information on pastoral care in school.

### **What support is there for behaviour, avoiding exclusions and increasing attendance?**

- **The pastoral support team within school** for a child provides support for behaviour; this will include the **pupil's teacher, SENDCo and the Headteacher** and possibly a teaching assistant or Additional Needs Practitioner.
- **Parents are encouraged to work with the school** to support a pupil's behaviour and this can involve creating a SEND personalised plan and/or an individual Behaviour Care Plan together and engaging with **Early Help intervention.** Further services can be accessed through engaging with **Early Help intervention**; for example, the Behaviour Support Services, CAMHS or an Educational Psychologist.
- **Pupils will be offered intervention programmes** to support their behaviour, learning strategies for self-care and responsibility alongside being supported by trusted adults in school and at home; intervention programmes could be social, emotional well-being based or the teaching assistant or Additional Needs Practitioner(s) may work with the **Social, Emotional and Mental Health Team** to plan a personalised support package that parents will be involved with, attending meetings and reviewing outcomes.
- **The support offered for behaviour and avoiding exclusions** would be based upon a pupil's individual needs but may offer:
  - **Support in class** as needed to support a pupil to settle into a good pattern of behaviour.
  - **Support offered to the teacher** through working alongside the SENDCo, Additional Needs Practitioner(s) and/or Social Emotional Mental Health Team with strategies to maintain improved behaviour.
  - **Support offered to the parent** to share consistent approaches and strategies for managing a pupil's behaviour at home and in school; this could involve the parent and school working with outside

agencies to support a child's behaviour through **Early Help intervention**

- **A SEND Personalised Plan and/or Behaviour Care Plan** if required, this would share a pupils' strengths between home and school, building on success and addressing concerns for development. A reward system linked to a behaviour expectation of reward and consequences may be set up with the pupil, parent and school staff.
  - If an **exclusion** has occurred, then the **SENDCo and Headteacher would meet with the family** and often a Local Authority representative and a **Pastoral Support Plan** would be put in place for the pupil. Then the above areas of support which are likely to already be in place would be continued to be assessed, planned, acted upon and reviewed.
  - The school will consider a **managed move to another setting** if it was felt this was in the child's best interest and suited their needs.
- The **support and usual practice offered for increasing attendance** is that the Headteacher, Senior Leaders or SENDCo would meet with a family to discuss the concerns. A referral may be considered to the Education Welfare service by the school, if further support is required. Further information can be found in the Attendance Policy.

### **How does the school manage the administration of medicines and providing personal care?**

- **The SENDCo leads the support for children with medical needs** and liaises closely with the school health team to organise a **Health Care Plan** for any child that has complex medical needs.
- **If your child needs to have prescribed or non-prescribed medicine within the school day**, then contact the office to complete the permission form for administering medicines in school (found on the school website).
- **If your child has asthma** there is a school policy that will give further detail but **contact the school office to complete the asthma registration documentation (found on the school website) and you will be informed on a daily basis when your child has had their inhaler in school.**
- **The teacher and/or SENDCo will liaise with you** and complete a **Toileting Plan/Intimate Care Plan** if your child has personal care needs that will impact on their school day.

- **Please see the school's Medical Policy** for further information.

### How does the school ensure the safety of the children/ young people? How are the children/young people able to contribute their views?

- **Detailed information** can be found in the **school's Safeguarding and Child Protection Policies and the Safeguarding Audit** completed by the school.
- Some ways in which the school ensures the safety of children are:
  - There are **anti- bullying assemblies, annual e safety education for children and families and visiting NSPCC** who discuss safeguarding within the family. Assemblies also inform pupils how they can support their concerns both at home and school – worry box, Child Line etc.
  - **Outside agencies** such as RNLI, visit in Y6 to safety day as well as day to day safety advice. Children are encouraged to take risks and manage them from nursery to Y6.
  - **Pupil surveys** and the **School Council allow children to contribute their views**, alongside daily feedback in relevant lessons. The evaluation of surveys supports the view that children feel safe but it is very difficult to assert this comment. There are **security arrangements in place for the grounds and building** and these have recently been reviewed with **door entrances to the nursery path sealed to visitors. The school has a security risk assessment in place.** Visitors have one entrance and are supported by a member of staff.
  - **Suitable risk assessments are provided for on and off-site visits** and especially for residential visits. Contacts with groups are maintained 24hrs whilst off site. There are supporting policies in place for such excursions. Whilst planning for residential visits, the SENDCo liaise with the child/children and families if there are more complex needs and supports the planning process and risk assessment for the residential.

4 In relation to mainstream schools and maintained nursery schools, the name and contact details of the SEND co-ordinator.

### What are the contact details for the school's SENDCo?

- **Miss Harriet Vickery is the school SENDCO and can be contacted on the school's telephone (01271 376252) or email [sendcoadmin@newport.tarkatrust.org.uk](mailto:sendcoadmin@newport.tarkatrust.org.uk)**

The SENDCo is **responsible for inclusion of children in school**. The SENDCo can also be **contacted by parents** through dropping into the school office to see if they are available or to **make an appointment** through the school office team.

5 Information about the expertise and training of staff in relation to children and young people with special educational needs and about how specialist expertise will be secured.

#### **What specialist services and expertise are available at or accessed by the school?**

- Page 5 details the **specialist services** that may be accessed through school and page 10 the expertise of staff within school to support pupils with additional needs.

#### **What training have the staff supporting SEND had or what training are they having?**

- **The SENDCo attends relevant training each year** and has completed **the national award for SENDCos**.
- **The CAIRB Lead Teacher** attends appropriate meetings to share good practice and receive training, the key training points are then passed on to the CAIRB staff by the Lead Teacher.
- **The staff have a rolling programme of training relating to SEND** and the **School Improvement Plan priorities**; this has included supporting children with Literacy Difficulties/Dyslexia, Attachment Theory, Autism and speech and language. The support staff (teaching assistants, Additional Needs Practitioners) are invited to key SEND training and have their own programme of SEND training relevant to their own role.

6 Information about how equipment and facilities to support children and young people with special educational needs will be secured.

#### **How accessible is the school both indoors and outdoors?**

- **The school building is fully accessible for wheelchair users**, with a lift supporting access to the two levels within school and a pupil and visitors disabled toilet. The school's most recent large-scale building project (2013-

2014) was designed with wheelchair users' accessibility in mind, for example, width of door and corridor areas, one level building, ramped access from build to lower playground ensuring outdoor and indoor areas are accessible to all, including all fire escapes and emergency areas. The equipment and resources used for the early years building is also designed with an accessibility focus; for example, the water play area being at a level for all to use, ramp to the sandpit, etc.

- **See the Accessibility Plan for further details** of accessibility.

7 The arrangements for consulting parents of children with special educational needs about, and involving such parents in, the education of their child.

**How are parents involved in the school? How can I get involved?**

**Who can I contact for further information?**

- **Parents are involved in the school in a variety of ways:**
  - **attending parent workshops and open classroom events**
  - **volunteering in school-** listening to readers, being invited in as speakers for a specialist area or area of interest to them that links to the curriculum or supporting events in school, for example the school discos and summer fayre
  - **supporting pupils** on trips and activities within school
- If you would **like to get involved further with school life**, there are a variety of people you could **contact through the school office**;
  - **Matthew Crewe**, who leads the organisation of volunteers in school
  - **Early years staff and the Additional Needs Practitioners**, who lead a variety of family learning opportunities and organise termly events for families to engage with school.

8 The arrangements for consulting young people with special educational needs about, and involving them in, their education.

- **Children attend meetings or have an advocate** for them at a meeting, depending on the appropriateness of the meeting and the age of the child; for example, at meetings for personalised plans, Early Help reviews and annual reviews

- **The child may share their views with a chosen member of staff,** teaching assistant or class teacher to represent them at the meeting
- **There are various ways in which children's views are collected** - 'pupil voice'- in school; **school council, subject audits, Y6 exit questionnaire, SEND consultation**

9 Any arrangements made by the governing body or the proprietor relating to the treatment of complaints from parents of pupils with special educational needs concerning the provision made at the school.

- In the first instance, **parents should ask to meet with their child's teacher or the school SENDCo.** If the matter is not resolved, they can ask to **meet with the Headteacher.** Following this, complaints about the provision or organisation of SEND are dealt with through the procedures outlined in the **School's Complaints Policy.**
- **If there continues to be disagreement with regard to SEND provision,** if this matter relates to an issue outside of the Academy's regulation please **consult with school staff so that they can refer the concern to the relative body e.g. Local Authority, Devon Information Advice and Support for SEND.**

10 How the organisation involves other bodies, including health and social services bodies, local authority support services and voluntary organisations, in meeting the needs of pupils with special educational needs and in supporting the families of such pupils.

- There are a variety of ways in which the Tarka Learning Partnership meets the needs of pupils with SEND:
  - Commissioning services for the Academy- for example Educational Psychology, Behaviour Support Service.
  - Reviewing the effectiveness of the service delivered on an annual basis.

11 The contact details of support services for the parents of pupils with special educational needs, including those for arrangements made in accordance with section 32.

- The website signposts support for parents of pupils with SEND



- At parent meetings in school, through the CAIRB parent meetings or meetings with the SENDCo, Additional Needs Practitioners, parents are signposted to agencies that can offer support for families.

12 The school's arrangements for supporting pupils with special educational needs in a transfer between phases of education or in preparation for adulthood and independent living.

### How will the school prepare and support my child to join the school, transfer to a new setting or to the next stage of education and life?

- There are transition arrangements in place to support children joining and leaving the school. For example:
  - **In the Nursery, home visits are made for children and a home-school liaison form completed with parents which refers to questions about SEND, mental health, medical needs for children and families.** Parents are also invited to attend an **induction meeting** and they have the opportunity to have a tour of the school. Children are invited in for a nursery session or to their new Reception class for transition visits, before their starting date. **The SENDCo attends all early years' induction meetings** and may attend a home visit so that parents can share any concerns they may have.
  - In Year 6, **children start transition from year 5** when they are involved in curriculum projects (DT, IT, Languages, PE) with the local secondary schools. In Year 6, all children have opportunities to visit their new school, the secondary staff also visit the children at our school, often bringing old pupils to talk to them about their experiences. Children spend a morning visiting their new school with their parent.
  - **For vulnerable pupils transferring to The Park Community School, they attend a transition group for six weeks** to help support them in their strengths for secondary school and also to allow them an opportunity to address any concerns or anxieties. Children are identified for the group by staff, parents or self-referral. This work continues into year 7 when the same Park member of staff meets with the children as necessary to smooth their transition. Children identified as being more vulnerable also get the opportunity to take part in transition sessions based at Park.

- **For other secondary schools**, Lampard Community School, Pilton Community College, South Molton Community College, or another setting, **the SENDCos from both schools work together to offer a personalised plan of transition**, where it is required.
- **The SENDCo and CAIRB Teacher will liaise with the relevant secondary school SENDCo (Lampard Community School, Pathfields School) and parents, for children with complex SEND.** SENDCO is invited to annual reviews from year 5 and if the child does not have an Education Health and Care Plan then the SENDCO will discuss with parents and agree if a transition meeting should be held with the secondary SENDCo. Children are given additional visits and a personalised programme of transition to meet their needs, in liaison with the secondary SENDCo.
- For mid entry transitions, if a child has complex SEND, the SENDCo invites parents to an initial meeting to discuss the transition information shared from the previous school and the parents' views of their child's educational progress and SEND.

### 13 Information on where the local authority's local offer is published.

- **The Devon Local Offer's website is published at:**  
<https://new.devon.gov.uk/educationandfamilies/special-educational-needs-and-disability-send-local-offer>

*Acknowledgement and Thanks to Plymouth City Council "The Plymouth Local Offer-School Element" and Hampshire "Illustrative Regulations as a guide for schools completing SEND Information report.*